

City of Kelso, Washington		
Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.		TITLE <b>Airport Operations Manager</b>
DEPARTMENT <b>Administration</b>		CLASS/EXEMPT STATUS <b>Exempt</b>
DIVISION <b>SW Wa Regional Airport</b>	SUPERVISOR <b>City Manager</b>	CLASSIFICATION RANGE <b>M-14</b>
<b><u>POSITION DESCRIPTION</u></b> Under general supervision, perform, coordinate and oversee daily operations of the Southwest Washington Regional Airport (Airport). Ensure operational safety and compliance with laws, regulations, policies and lease and contract terms. Perform related work as assigned to administer the policies and direction of the SW Washington Regional Airport Board.		
<b><u>ESSENTIAL FUNCTIONS</u></b> <ul style="list-style-type: none"> <li>Plans, organizes and coordinates on-site activities required for the safe and efficient functioning of the Airport.</li> <li>Administers and assists in the preparation of Airport facility leases; enforces contract and lease terms related to long-term service and maintenance contractors, aircraft hangar owners and tie-down tenants; ensures that lease payments are paid on a timely basis; provides information to and processes completed forms from prospective tenants.</li> <li>Prepares grant applications to the FAA, WSDOT for Capital Improvements related to the Airport.</li> <li>Prepares grant applications to other agencies as applicable for Airport safety, capital improvements, and economic development.</li> <li>Ensures grant requirements and assurances are monitored for compliance.</li> <li>Provides information to the public and Airport users regarding FAA regulations and local policies and procedures; ensures that aircraft owners and operators comply with regulations regarding ground traffic, air traffic patterns, parking and other safety rules and regulations.</li> <li>Resolves customer complaints and disputes; maintains liaison with airport users and user groups to promote facility use.</li> <li>Notifies proper emergency response organizations in the event of an emergency; responds to emergencies and provides assistance and coordination.</li> <li>Coordinates and works directly with applicable City staff and contractors regarding expansion and modification of Airport facilities.</li> <li>Provides for necessary Airport grounds and facilities maintenance program; coordinates/ provides the required maintenance of vegetation control on the Airport runways, taxiways, and ramps; minor painting and electric bulb replacement; inspects Airport property regularly and ensures that grounds and facilities are kept in a clean and orderly condition.</li> <li>Prepares periodic and special reports regarding Airport operations, activities and finances; maintains accurate records and files.</li> <li>Make presentations to various agency boards and committees and other groups as assigned.</li> <li>Keeps current in general aviation developments, including changes in laws and regulations; recommends modifications to policies and procedures as required.</li> <li>Ensures fire and building code compliance and the regular inspection of facilities by proper authorities.</li> <li>Prepares the annual operating budget and manages expenditures.</li> </ul>		

**POSITION REQUIREMENTS** (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):

**EDUCATION/EXPERIENCE**

- Any combination equivalent to: A bachelor's degree in Aviation Management, Business, Public Administration, or related field and a minimum of three (3) years related aviation managerial experience at a public use airport.
- Successful completion of FAA compliant Airport Layout Plan(s) and/or Airport Improvement Plan(s) is highly desirable.

**KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS**

**KNOWLEDGE OF:**

- Principles and practices of general aviation facility operation and maintenance.
- Applicable laws, codes and regulations, including Federal Aviation Administration regulations relating to general aviation operations.
- Principles of light aircraft operation, handling and maintenance.
- Principles, practices and terminology related to lease and contract administration.
- Computer applications related to the work such as Word, Excel, PowerPoint etc.
- Business mathematics.
- Basic practices of facilities and grounds maintenance.
- Basic supervisory principles and practices.

**ABILITY TO:**

- Direct and coordinate or provide day-to-day on-site operations and maintenance at a general aviation facility.
- Enforce flight and safety rules and regulations through the applicable authorities.
- Converse with pilots or applicable ground operations on VHF Common Traffic Advisory Frequency (CTAF)
- Administer contract and lease terms effectively and resolve problems in an appropriate manner.
- Maintain liaison with and represent the Airport in meetings with contractors, lessees, tenants and the flying public.
- Maintain accurate records and files to include financial reports.
- Prepare clear, concise and accurate correspondence, procedures and other written materials.
- Respond effectively in emergency situations.
- Make presentations to agencies, tenants, aviation groups and general public regarding Airport related issues.
- Use basic tools safely and perform minor maintenance.
- Use initiative and independent judgment within general policy guidelines.
- Use tact, discretion and prudence in dealing with those contacted in the course of the work.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Work in an Airport office setting and outdoors in all weather conditions.
- Supervise and coordinate the activities of any staff that is assigned, including training, scheduling, hiring decisions, written performance evaluations and possible disciplinary actions.

- Analyze problems and develop practical solutions that may include creative ideas.
- Review aviation related periodicals, participate in webinars, seminars, and other meetings and report the findings that may be practically applied to the goals and objectives of the Master Plan Update.

### **SPECIAL REQUIREMENTS**

- Successfully pass a modified background investigation.
- A valid driver's license is required.
- Appointees not possessing a valid Washington or Oregon State Driver's License upon hire must obtain one within currently effective statutory time limit.
- A pilot's license is highly desirable
- Occasional lifting of up to 25 pounds.

### **Contacts:**

- Contacts are varied including other City employees, private consultants, vendors, contractors, field crews, public officials, Federal and State Aviation agencies, airport tenants, transient pilots, property owners and citizens. Contacts are for the purpose of information sharing.

### **Supervision:**

- None

### **Accountability:**

- Accountable for the quality, accuracy and timely completion of all assigned tasks.

### **Working Conditions:**

- Must be willing to work off-hours or weekend shifts and respond to emergency situations as required. Works both in an office environment and in all weather conditions.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	CITY MANAGER APPROVAL	DATE
S. Taylor	12/3/2015			Patty Murray	12/24/2015	S. Taylor	12/28/2015